

WESTERN ARCHIVES INSTITUTE

Application Form

The application must be completed in full and received no later than April 1, 2002. Do not attach a resume. All information must be typed.

Admission to the Western Archives Institute is by application only. Only those individuals who have applied will be considered for admission.

I. Personal Information

Name:	Phone number: <i>indicate work or home</i>		
	E-mail: <i>indicate work or home</i>		
Affiliation: <i>(if any)</i>			
Address: <i>indicate if work or home</i>	City	State	ZIP

II. Related Higher Education

Additional information may be attached on a separate page.

Name/Location of School	Major	Degree	Date Rec'd

Students presently enrolled in a graduate education program are requested to provide information concerning their course of study including: 1) degree being

sought, 2) expected degree date, 3) program description, and 4) whether program includes any courses in archival studies.

III. Other Relevant Education

(workshops, seminars, etc.) Include program name, dates and sponsoring organization, when known.

IV. Related Experience

Begin with most recent experience. Include volunteer and intern positions, if applicable. *Please indicate the percentage of time spent on archival work.*

Dates	Job Title & Employer	Synopsis of Duties/Percentage

--	--	--

V. Essay

WHAT DO YOU EXPECT TO LEARN FROM THE INSTITUTE?

Complete your response in the space provided below.

--

VI. Institutional Information

A. Please provide a brief description of your institution, if any. (Example: public library with local government records and papers of prominent citizens).

B. Institutional Holdings – to assist faculty members in planning their sessions, please indicate the general types of record that you work with or your institution holds.

- ☐ Personal papers (diaries, manuscripts)
- ☐ Institutional records (university, corporate)
- ☐ Government records
- ☐ Publications
- ☐ Oral histories
- ☐ Photographs - ☐ large collection(s)
- ☐ Electronic records
- ☐ Audio-visual materials
- ☐ Artifacts (three-dimensional objects)
- ☐ Other significant holdings not listed above

VII. Western Archives Institute Scholarship

The Western Archives Institute Scholarship is to assist with tuition. A limited number of scholarships will be available for the 2002 program. Scholarship awards will not exceed \$350.00.

Applicants who meet the qualifications for admission to the Western Archives Institute are eligible to apply for the scholarship. Preference is given to those who are actively engaged in archival work, but who have not had the opportunity for formal archival training.

DO YOU WANT TO BE CONSIDERED FOR THE WESTERN ARCHIVES INSTITUTE SCHOLARSHIP? *A separate application is not required.*

☐ yes ☐ no

Indicate below, using percentages the level of support you expect to receive from your institution or other sources for attending the Institute.

	<u>Total Cost</u>	<u>% Support</u>
Tuition	\$550.00	
Room & Board	\$800*	
Travel	variable	

*Estimated. Actual costs of room and board to be determined.

**IF YOU ARE ADMITTED TO THE WESTERN ARCHIVES INSTITUTE, WILL
YOU REQUIRE ON-SITE HOUSING? [] yes [] no**

VIII. Letter of Reference

To be completed in the space below by someone familiar with your experience and/or need for training .

Please include a phone number. Letter of reference must be signed.

Send completed application and a \$100.00 application fee to:

**WESTERN ARCHIVES INSTITUTE
1020 "O" Street
Sacramento, CA 95814
Phone: (916) 653-7715**

**Make checks payable to *SCA-Western Archives Institute*. APPLICATIONS
RECEIVED AFTER APRIL 1st MAY NOT BE ACCEPTED.**

The application fee will be applied to the \$550.00 tuition, the balance of which is due by June 15, 2002. Successful applicants will receive confirmation of their acceptance no later than May 15, 2002. Unsuccessful applicants will receive notification by May 15, 2002 with a full refund of the application fee.

ALL INFORMATION SUBMITTED ON THE APPLICATION WILL BE SUBJECT TO VERIFICATION.

APPLICATION QUALIFICATIONS

Participation in the Western Archives Institute is by application only. To be considered for selection to the Western Archives Institute, applicants must be working with historical records; *or* anticipate working with historical records in the next year. Supervised volunteer work and intern experience may be counted as work experience.

Individuals enrolled in graduate programs in history or library science will be asked to provide information about their program of study.

Those not meeting these qualifications may apply for special consideration provided they can give evidence of relevant experience and can demonstrate a need for archives education.